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1929

CIVIL SERVICE

SIXTEENTH ANNUAL REPORT

City of St. Paul

Year of 1929

CIVIL SERVICE BUREAU
City of St. Paul
Minnesota

CITY OF SAINT PAUL

- - -

BUREAU OF CIVIL SERVICE

* * * *

SIXTEENTH ANNUAL REPORT

1929

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Wm. F. Scott, Comptroller

and

Ex-Officio Civil Service Commissioner

J. B. Probst,
Chief Examiner

R. W. Trine,
Senior Assistant Examiner

1929

1929

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March 15, 1930

HONORABLE L. C. HODGSON,

Mayor of the City of Saint Paul.

Sir:

I have the honor to submit herewith the annual report of the Chief Examiner of the Bureau of Civil Service for the year ended December 31, 1929, as provided for by Charter Section 101.

Respectfully,

WM. F. SCOTT,

Civil Service Commissioner.

Attest: J. B. PROBST,

Chief Examiner.

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(For detailed index
see page 57)

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1929, 1930.

THE CITY OF ST. PAUL

GENERAL INFORMATION

Form of Government Commission Plan

Six Commissioners, Mayor and Comptroller elected at large.
Council consists of Mayor and the six Commissioners.

Civil Service Bureau established June 1, 1914

Population: Federal Census of 1920 234,698

Area of City 55.44 square miles

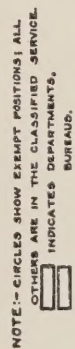
New appointments made by the city service:

	Classified Service (Not including promotion)	Unclassified Service	*Total
Year of 1921 . .	339	252	591
Year of 1922 . .	274	310	584
Year of 1923 . .	304	211	515
Year of 1924 . .	313	200	513
Year of 1925 . .	154	137	291
Year of 1926 . .	122	160	282
year of 1927 . .	97	66	163
Year of 1928 . .	109	44	153
Year of 1929 . .	204	44	248

Separations from the city service (In both Classified and Unclassified Services)

	By Resignation	By Death	By Discharge	*Total
Year of 1921 . .	286	27	20	333
Year of 1922 . .	295	16	22	333
Year of 1923 . .	305	29	16	350
Year of 1924 . .	246	19	18	283
Year of 1925 . .	202	17	10	229
Year of 1926 . .	231	22	9	262
Year of 1927 . .	176	15	1	192
Year of 1928 . .	203	21	5	229
Year of 1929 . .	148	19	11	178

*See Tables Nos. 3 and 4 for details.



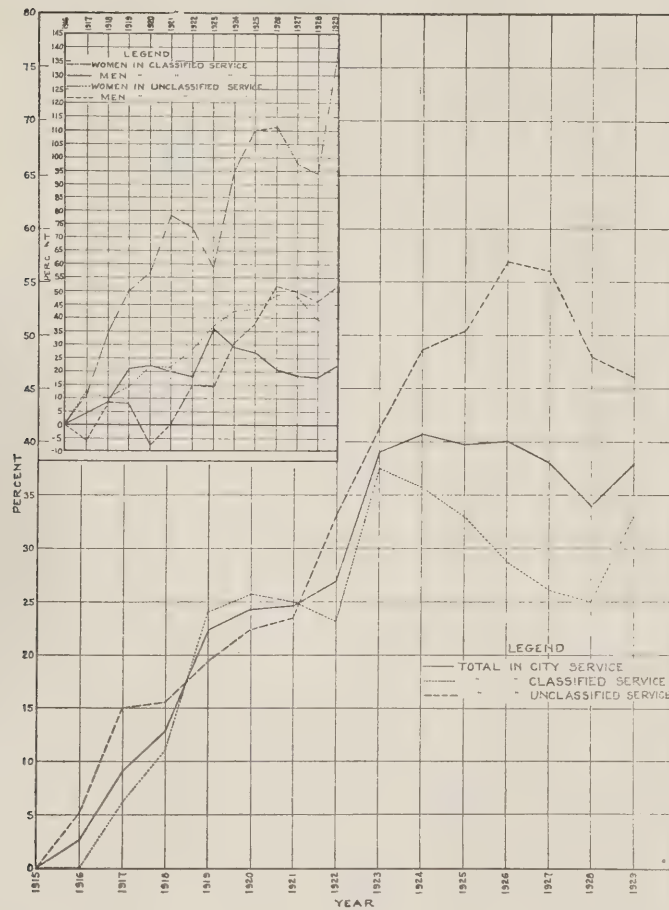
OF THE CHIEF EXAMINER

FOR THE YEAR

1929

CHART B EMPLOYMENT TOTALS

(This chart shows the per cent of increase in city employment since 1915 and 1916)



NOTE:—The increase in 1929 is due principally to the taking over by the city of all school cafeterias.

TABLE No. 1

RECAPITULATION OF EXAMINATIONS
(Except Laborers)

(See also Chart C on page 11)

	Number of applicants	Number of with- drawals or disquali- fications	Number examined	Number passed	Number failed	Per Cent passed	Per Cent failed
GENERAL EXAMINATIONS:							
Year of 1913	1526	259	1267	767	500	60%	40%
Year of 1914	1379	377	1002	606	396	60½%	39½%
Year of 1915	2110	601	1509	1083	426	72%	28%
Year of 1916	1804	579	1225	841	384	72%	28%
Year of 1917	1899	385	1514	818	696	65½%	34½%
Year of 1918	1618	198	1420	950	470	67%	33%
Year of 1919	1773	320	1453	918	535	63%	37%
Year of 1920	1538	348	1190	710	480	59%	41%
Year of 1921	1685	279	1406	733	673	52%	48%
Year of 1922	2227	420	1807	982	825	54½%	45½%
Year of 1923	1359	598	761	410	351	44%	56%
Year of 1924	1490	416	1074	538	536	50%	50%
Year of 1925	1547	424	1123	589	534	52½%	47½%
Year of 1926	1453	404	1049	519	530	49%	51%
Year of 1927	2402	580	1822	963	859	53%	47%

(TABLE NO. 1 continued on next page)

TABLE NO. 1

RECAPITULATION OF EXAMINATIONS
(Except Laborers)

(Continued)

(See also Chart C on page 11)

	Number of Applicants	Number of with- drawals or disqualifi- cations	Number employed	Number passed	Number failed	Per cent passed	Per cent failed
MEDICAL EXAMINATIONS:							
Year of 1915	4	4	177	142	31	84%	16%
Year of 1916	140	12	130	81	49	62%	38%
Year of 1917	534	95	439	424	115	77%	23%
Year of 1918	113	41	254	200	54	74%	26%
Year of 1919	726	54	302	265	37	68%	32%
Year of 1920	858	40	218	186	32	65%	35%
Year of 1921	707	38	269	242	27	90%	10%
Year of 1922	173	34	139	121	18	87%	13%
Year of 1923	11	1	11	6	5	55%	45%
Year of 1924	433	30	205	156	49	76%	24%
Year of 1925	697	37	175	147	28	60%	40%
Year of 1926	142	13	142	79	63	55%	45%
Year of 1927	481	44	437	339	98	77%	23%
Year of 1928	474	44	470	371	99	65%	35%
Year of 1929	882	48	962	718	244	69%	31%
PHYSICAL EXAMINATIONS:							
Year of 1915	4	4	132	115	17	87%	13%
Year of 1916	251	7	244	246	14	91%	9%
Year of 1917	667	37	531	547	84	86%	14%
Year of 1918	573	39	334	275	59	63%	37%
Year of 1919	398	32	366	341	25	63%	37%
Year of 1920			No Physical Tests.				
Year of 1921			No Physical Tests.				
Year of 1922	73	1	72	63	9	87%	13%
Year of 1923	6	0	6	3	3	50%	50%
Year of 1924	128	19	109	60	49	55%	45%
Year of 1925	138	5	133	84	49	63%	37%
Year of 1926	116	1	115	79	36	68%	32%
Year of 1927	435	19	430	278	152	64%	36%
Year of 1928	426	158	268	177	91	66%	34%
Year of 1929	277	24	253	126	127	59%	41%

*See Tables for Medical and Physical examinations.

TABLE NO. 2a
NUMBER OF OFFICERS AND EMPLOYEES IN CITY SERVICE,
AS SHOWN BY THE EMPLOYER, 1927, PAY ROLLS

THIS TABLE SHOWS ALL EMPLOYEES temporary employment, substitutes, loan city, joint city and county employees, or any employee used in any form of seasonal work in the service of public buildings, or on any local improvement work paid for by special assessment. (See also Chart 2 on page 12.)

	Total for 1916	TOTALS FOR 1927 (Except Laborers)			Laborers
		Unclassi- fied Service	Classi- fied Service	Total	
COMPTROLLER--					
Accounting	17	2	16	18	
Civil Service	5	..	9	9	
CITY CLERK--	6	1	10	11	11
EDUCATION--					
Public Schools and General Admin. .	1062	1267	230	1497	1497
Library	80	1	148	149	3
Auditorium	6	1	5	6	
*Cafeterias	..	..	52	52	
FINANCE--					
Receipts and Disbursements)	19	2	33	35	
Special Assessments					
PARKS, PLAYGROUNDS AND PUBLIC BUILDINGS--					
General Administration	5	2	2	4	..
Parks	40	1	17	18	52
*Public Buildings	2	1	31	32	3
Playgrounds	9	..	11	11	23
PUBLIC SAFETY--					
General Administration	5	2	3	8	..
Police	315	2	338	340	..
Fire	318	2	466	468	..
Health	54	2	55	57	1
Police and Fire Alarm Telegraph .	16	..	24	24	
Mun. Garage (now under Public Works).	10	..	..	..	
PUBLIC UTILITIES--					
General Administration	5	2	6	8	..
Airport	..	..	2	2	4
Water	132	..	136	136	100
Municipal Testing Laboratory	3	..	3	3	..
Markets	3	..	3	3	..
Lighting	10	..	27	27	5
PUBLIC WORKS--					
General Administration	12	2	9	11	..
Workhouse	15	1	16	17	..
All other bureaus	127	3	148	151	100
WATER	4	2	1	3	..
CORPORATION COUNSEL	7	5	3	8	..
PURCHASING DEPARTMENT	11	2	8	10	..
MUNICIPAL COURT (including Judges)	10	15	..	15	..
Total	2725	1518	1835	3353	200

*New bureau created during year. All school cafeterias now operated by city.

**Does not include any city force seasonal employees.

TABLE NO. 2
 OTHER EMPLOYEES IN THE SERVICE OF THE CITY
 DECEMBER, 1909
 (Not included in Table 1)

	Number Employed	
	1915	1909
Joint City Hall and Court House (City pays one-half)	26	27
Teams and Trucks	128	32
City and County Employees, Board of Control (City pays one-third)	324	543
Substitute Teachers	71	146
Extra Social Center Instructors	18	5
City Force Employees in Bureau of Public Buildings	120	20
City Force Employees on Local Improvements	41	9
Temporary Employees	..	21
TOTAL	728	753

CHART D
GENERAL EXAMINATIONS
 (Except Labor)

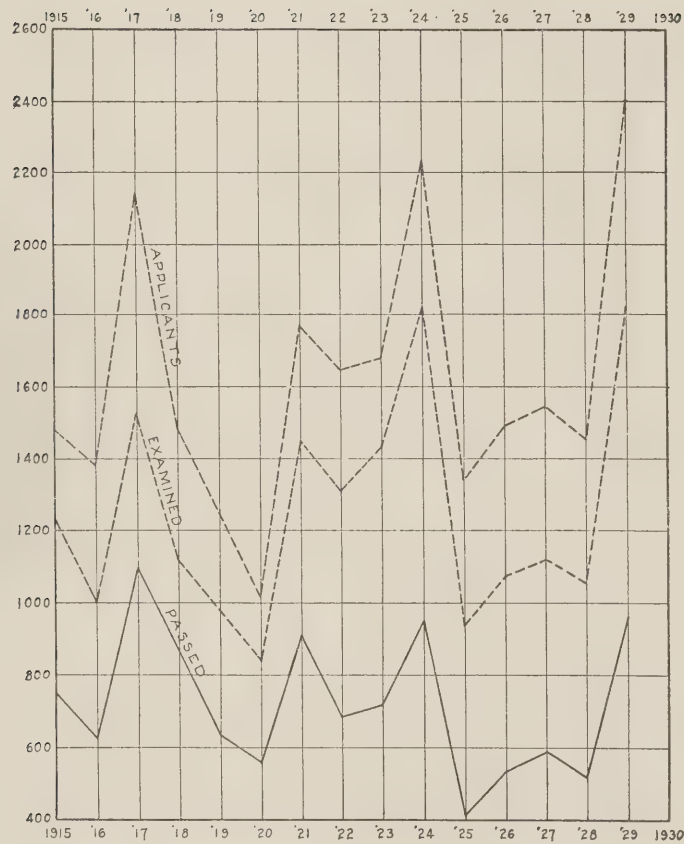


TABLE NO. 3

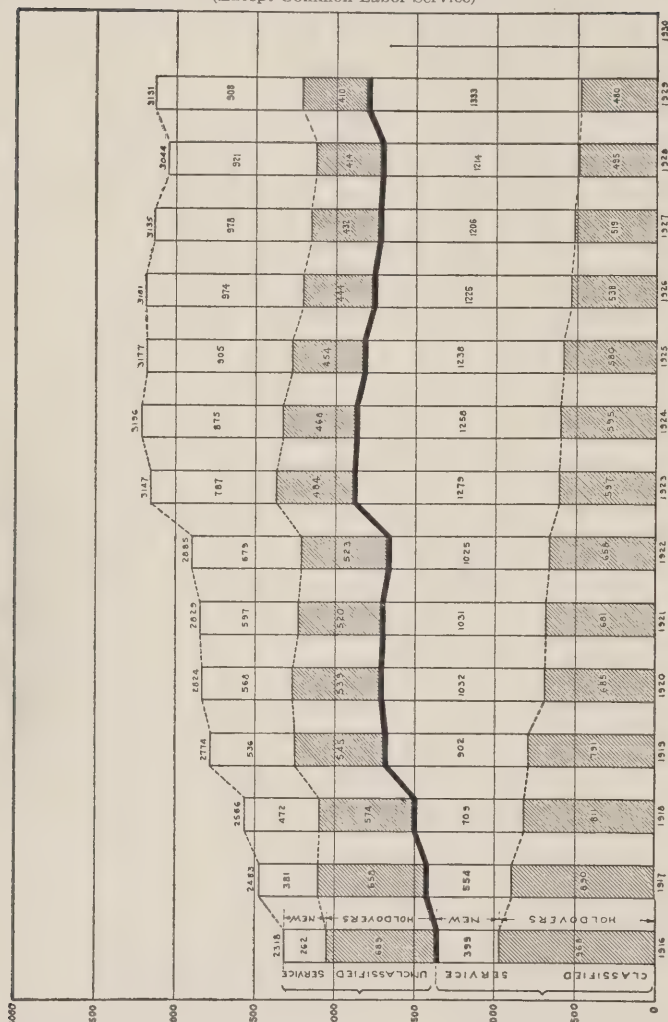
SEPARATIONS IN CLASSIFIED SERVICE
(Includes resignations, deaths, discharges)

From January 1, 1929, to December 31, 1929.

NOTE.--This table does not include separations in common labor service or any separations of temporary or contractual employees. See also Table No. 1.

Length of Service	RATE OF PAY PER MONTH													Total by Service
	Less than \$50	\$50 to \$55	\$55 to \$60	\$60 to \$65	\$65 to \$70	\$70 to \$75	\$75 to \$80	\$80 to \$85	\$85 to \$90	\$90 to \$95	\$95 to \$100	\$100 to \$105	Over \$100	
Less than 1 month . . .	2	1	..	2	..	1	..	..	1	..	..	..	..	7
1 to 3 months	1	..	..	1	..	1	..	..	1	..	..	..	..	4
3 to 6 months	2	3	..	1	..	..	..	1	..	1	..	..	..	8
6 to 9 months	1	3	..	..	2	..	..	..	..	..	..	..	..	6
9 months to 1 year . .	..	..	..	..	..	..	..	..	..	..	..	..	..	..
1 to 2 years	3	3	2	1	..	2	..	..	..	1	..	..	..	12
2 to 3 years	..	1	1	2	3	2	1	..	..	..	..	..	..	10
3 to 4 years	..	1	..	..	1	1	1	1	..	..	..	..	..	5
4 to 5 years	..	..	2	1	2	..	1	..	1	..	..	..	..	7
5 to 7½ years	..	..	..	1	5	2	..	..	..	..	1	1	1	13
7½ to 10 years	..	..	..	2	..	2	1	4	1	..	..	..	..	10
10 to 15 years	..	..	..	..	..	..	5	8	2	..	..	..	..	15
15 to 20 years	..	..	..	..	..	..	4	4	1	..	..	..	..	9
20 to 30 years	..	..	..	..	..	2	2	8	..	..	..	..	..	12
Over 30 years	..	..	..	..	..	1	..	7	..	..	..	..	..	8
TOTAL BY SERVICE . . .	15	18	5	14	11	28	13	11	7	4	1	1	1	117

CHART E
DISTRIBUTION OF EMPLOYEES
According to service and character of appointment.
(Except Common Labor Service)



"Classified Service" embraces all those positions that are subject to civil service requirements.

"Unclassified Service" embraces those not subject to civil service requirements, consisting almost entirely of the principals, teachers, and instructors in the schools.

"Hold-overs" refers to those employees who are in the service at the time the Charter took effect on June 1, 1914.

"New" refers to those employees who were appointed after June 1, 1914; and in the case of the "Classified" service, it means all those who were appointed from eligible lists after first having successfully passed civil service examinations.

CHART F
SEPARATIONS AND REINSTATEMENTS

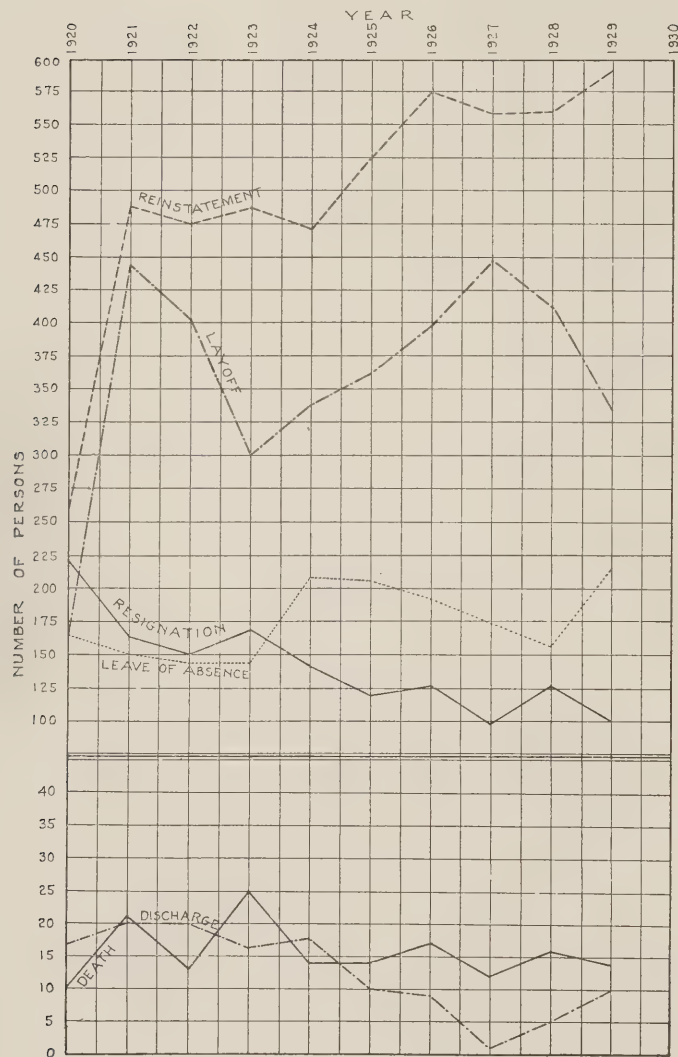


TABLE NO. 4

APPOINTMENTS AND SEPARATIONS SHOWS BY DEPARTMENTS

Year of 1929

NOTE.—Includes only the reports effected regular employees. All changes affecting the service of temporary or provisional employee or of laborers are given in another part of this report. This does not include retired. A teacher furnishing his own team is not deemed an employee of the city within the meaning of the Civil Service provisions of the Charter. (See also Chart 2 on page 14)

Department	Appointments		Changes in the Classified Service							Separations in			
	Original	Promotion	Unclassified Service	Reclassification	Death	Discharge	Reductions	Lay-off	Reinstatement	Suspension	Transfers		Unclassified Service
											From	To	
Comptroller	2				1	1			1		2	2	
Civil Service	3	1			1			2	4				
City Clerk		36	39	47	1	3	11	111	227	1	3	3	
Education	11	2			1				3		7		
Finance	3												
Parks, Playgrounds &													
Public Buildings	51	2	7	10	1	3	15	146	151	2	7	4	
Public Safety	33	3		35	3	2	3	1	72	49	1	7	
Public Utilities	9	3		6	2		2	3	14		10	2	
Public Works	30	3	1	6	2		10	69	122	1	11	11	
Mayor													
Legal Department									1		1	1	
Purchasing				1									
Municipal Court			1										
Totals for 1929	204	50	44	100	14	10	42	374	592	51	45	45	5

(a) Includes all leaves of absence of thirty days or more.

(b) Includes three who were transferred during probationary period, one who failed to qualify by presenting license, and one who misrepresented his age.

(c) These totals include reductions in either rank or compensation.

(d) Includes reinstatements made after lay-off, reduction, resignation and leaves of absence (30-day).

1997-1998

SUMMARY OF ALL EXAMINATIONS

(Includes promotion examinations)

January 1, 1929, to December 31, 1929

Exam. No.	Date Held	Date List Closed	For Position of	Number of Applicants	Failed to appear for examination	Disqualified	Passed	Failed	Postponed
1701	1-1		*Jr. Architectural Draftsman	1					
1702	1-1		*Sr. Architectural Draftsman	1					
1703	1-22	1-23	Junior Civil Engineer . . .	10			10		
1704	1-22	1-23	Jr. Engineering Draftsman .	4			4		
1705	1-22	1-23	Library Page	33	64		33	12	
1706	1-22	1-23	Janitor	32			32	34	
1707	1-22	1-23	Janitor-Engineer . . .	45			45	21	
1708	1-22	1-23	Sr. Assistant Civil Engineer--Bridges . .	5			5		
1709	1-22	1-23	Sr. Assistant Civil Engineer--Paving. . .	8			8	3	
1710	2-1	1-17	Library Assistant . . .	4			4	3	
1711	2-1	2-20	Ambulance Surgeon . . .	4			4	4	
1712	2-1	3-7	Senior Clerk-Typist . . .	4			4	36	
1713	2-1	3-8	Structural Engineer--Estimator	5			5	5	
1714	2-22	3-11	Carpenter	53			53	23	
1715	2-22	3-12	Carpenter Foreman	10			10	7	
1716	2-22	3-21	General Superintendent and Engineer--Water Bureau	4			4	3	
1717	2-22		*Departmental Accountant . . .						
1718	2-22	1-27	Junior Clerk-Typist	7	1	3	7	2	
1719	2-22	1-28	Golf Supervisor	1		1	3	3	
1720	2-22	1-28	Jr. Architectural Draftsman	11		2	7	1	
1721	2-22	1-28	Sr. Architectural Draftsman	11		2	3		
1722	2-22	1-28	Park Foreman	11		2	19		
1723	2-22	4-11	Electrician	20		1	15	14	
1724	2-22	4-3	Assistant Civil Engineer--Grading	11		4	12	5	
1725	2-22		*Sr. Engineering Draftsman						
1726	2-22	4-15	Senior Accountant	8			8	1	
1727	2-22	4-8	Lamp Washer	10			10	10	
1728	2-22	4-10	Dancing Instructor						
1729	2-22	4-12	Harmonica Band Instructor .						
1730	2-22	4-15	Instructor of Dramatics and Story Telling . . .	1		1			

*Postponed or canceled.

SUMMARY OF ALL EXAMINATIONS (Continued)

Exam. No.	Date	Date Exam.	For Position of	Number of Applicants	Failed to appear for examination	Disqualified	Number of Candidates		Number of Candidates		
							Passed	Failed	Passed	Failed	Not Examined
1197	8-1	8-20	Departmental Accountant	13	6	1	5	2	1	0	0
1211	8-10	8-15	Sheathing Foreman	4	..	..	2	2	2	0	0
1212	8-21	9-10	Reference Librarian	15	..	..	7	8	2	0	0
1213	8-27	..	*Children's Librarian	..	..	..	..	..	..	..	..
1214	8-27	9-23	Health Inspector	99	22	1	77	22	20	2	0
1215	8-28	..	*Foreman-Meter Shop	..	..	..	..	..	..	..	..
1216	8-28	9-25	Fire Alarm Dispatcher	24	3	1	21	3	1	0	0
1217	8-28	10-1	Director of Municipal Equipment	10	..	2	8	2	..	..	..
1218	8-28	..	*Junior Civil Engineer	..	..	..	..	..	..	..	..
1219	8-28	..	*Senior Engineering Draftsman	..	..	..	..	..	..	..	..
1220	8-28	..	*Surveyor	..	..	..	..	..	..	..	..
1221	8-28	..	*Senior Assistant Civil Engineer--Sewers	..	..	..	..	..	..	..	..
1222	8-28	10-2	Senior Assistant Civil Service Examiner	4	..	2	2	2	1	1	0
1223	8-28	10-19	Senior Clerk	111	21	5	90	21	3	18	0
1224	8-28	10-9	Real Estate Clerk	8	1	2	7	1	1	0	0
1225	8-28	10-21	Local Improvement Inspector	17	1	1	16	1	10	1	0
1226	8-28	10-16	Assistant Architectural Engineer	2	..	..	2	0	..	..	..
1227	8-28	..	Senior Architectural Draftsman	1	..	..	1	0	..	..	..
1228	8-28	10-15	Junior Landscape Draftsman	3	1	1	2	1	1	0	0
1229	8-28	..	*Electrician	..	..	..	..	..	..	..	..
1230	8-28	10-24	Painter Foreman	11	1	..	10	1	4	0	0
1231	8-28	..	Plasterer	..	..	..	..	..	..	..	..
1232	8-28	..	*Painter	..	..	..	..	..	..	..	..
1233	8-28	11-14	Cement Finisher	8	..	..	8	0	5	0	0
1234	8-28	10-25	Sheet Metal Worker Foreman	2	..	..	2	0	..	..	..
1235	8-28	..	*Steam Shovel Engineer	..	..	..	..	..	..	..	..
1236	8-28	11-15	Superintendent of Garbage Collection	4	..	..	4	0	..	..	..
1237	8-28	11-19	Principal Clerk	19	3	1	16	3	1	0	0
1238	8-28	11-27	Field Sergeant or Police Sergeant (Prom. Only)	40	6	..	34	6	..	..	..

*Prescribed by Council.

SUMMARY OF ALL REGISTRATIONS FOR 1929

No. of Exam.	Date Exam.	Date Exam. Tested	For Position of	Number of Applicants	Failed to Appear for examination	Registered	Number Examined		Number Failed		Number of Positions
							M	F	M	F	
1227	12-15	12-30	Junior Civil Engineer . .	6	1	1	5	..	1	..	1
1228	12-15	12-30	Senior Engineering Draftsman	6	1	1	4	..	2	..	2
1229	12-15	12-30	Surveyor	7	3	..	4	..	3	..	3
1230	12-15	..	*Senior Assistant Civil Engineer (Sewers)	..	..	..	..	..	..	..	..
1231	11-21	1-4	General Library Assistant	23	1	5	1	12	1	1	1
1232	11-21	12-25	Children's Librarian . .	8	1	1	..	3	..	3	..
1233	11-21	..	*Foreman-Meter Shop . . .	..	..	..	..	..	..	..	..
1234	12-7	1-4	Junior Clerk-Stenographer	..	15	2	2	77	..	..	..
1235	12-7	1-4	Junior Clerk-Typist . . .	71	20	..	2	42	1	..	..
1236	12-14	1-12	Senior Clerk-Stenographer	..	..	..	4	13	..	2	..
1237	12-14	1-12	Senior Clerk-Typist . . .	..	47	..	3	32	..	3	..
1238	12-21	1-25	Fire Captain (Prom Only).	121	12	..	113	..	..	..	..
Totals for 1929				2402	444	135	1212	610	6-4	521	6-4

*Postponed or canceled.

Summary of Totals of All Examinations
1914 to 1929

	Total of Exams	Number Postponed		Number Canceled		Number Held	
		1	2	1	2	1	2
Totals for 1914 (4 months only)	1018	204	151	478		130	107
Totals for 1915	1520	1094	173	631	130	200	107
Totals for 1916	1379	709	213	457	149	187	107
Totals for 1917	2110	1062	447	705	311	277	107
Totals for 1918	1904	784	401	542	247	200	107
Totals for 1919	1830	788	186	443	155	101	107
Totals for 1920	1648	647	179	429	121	101	107
Totals for 1921	1773	1173	280	755	183	101	107
Totals for 1922	1638	984	312	556	194	101	107
Totals for 1923	1885	1003	403	533	200	101	107
Totals for 1924	2227	1430	377	797	185	101	107
Totals for 1925	1329	629	306	294	146	101	107
Totals for 1926	1450	623	391	381	157	101	107
Totals for 1927	1547	927	156	465	103	101	107
Totals for 1928	1453	641	408	320	199	101	107
Totals for 1929	2002	1012	411	479	301	101	107
Totals to December 31, 1929	25534	12000	5413	4933	2000	1013	107

SUMMARY OF TOTALS OF ALL EXAMINATIONS SCHEDULED
1914 to 1929

	Total number of examinations scheduled	Number of examinations canceled	Number of examinations postponed	Number of examinations held
Year of 1914	1018	204	151	72
Year of 1915	1520	1094	173	118
Year of 1916	1379	709	213	104
Year of 1917	2110	1062	447	116
Year of 1918	1904	784	401	81
Year of 1919	1830	788	186	97
Year of 1920	1648	647	179	102
Year of 1921	1773	1173	280	103
Year of 1922	1638	984	312	98
Year of 1923	1885	1003	403	97
Year of 1924	2227	1430	377	117
Year of 1925	1329	629	306	74
Year of 1926	1450	623	391	65
Year of 1927	1547	927	156	77
Year of 1928	1453	641	408	64
Year of 1929	2002	1012	411	75
Totals	25534	12000	5413	1010

TABLE NO. 6

SUMMARY OF PROMOTION EXAMINATIONS

(The statistics in this table are also included
in Table No. 5.)

Year of 1929

Job No.	Date Exam.	For Position of	Number of Applicants	Failed to appear for examination	Disqualified	Number Examined		Number Passed		Ratio of Success
						Men	Women	Men	Women	
1725	1-17	Junior Civil Engineer	1	..	..	1	..	1	..	1
1775	1-20	Janitor-Engineer	7	..	..	7	..	3	..	43%
1776	1-20	Senior Assistant Civil Engineer-Bridges	1	1	..	..	..	..	..	..
1777	1-20	Senior Assistant Civil Engineer-Paving	6	..	..	6	..	2	..	33%
1778	1-20	Library Assistant	16	..	..	3	13	3	10	19%
1779	1-20	Senior Clerk-Typist	3	..	..	..	3	..	2	67%
1780	1-20	Electrician	1	..	..	1	..	..	..	..
1781	1-20	Asst. Civil Engineer (Grading)	2	..	..	2	..	1	..	50%
1782	1-20	Senior Clerk-Typist	1	..	..	..	1	..	..	..
1783	1-20	Assistant Refectory Manager	2	..	..	2	..	2	..	100%
1784	1-21	Cafeteria Cook	2	..	..	..	2	..	..	..
1785	1-21	Playground Director	3	..	..	1	2	1	1	33%
1786	1-21	Departmental Assistant	3	..	..	3	..	1	..	33%
1787	1-21	Shooting Foreman	1	..	..	1	..	1	..	100%
1788	1-21	Reference Librarian	4	..	..	..	4	..	..	..
1789	1-21	Fire Alarm Dispatcher	3	..	..	3	..	2	..	67%
1790	1-21	Senior Assistant Civil Service Examiner	1	..	..	1	..	..	..	..
1801	1-22	Senior Clerk	3	..	..	3	..	2	..	67%
1810	12-17	Janitor Foreman	3	..	..	3	..	1	..	33%
1811	12-17	Superintendent of Garbage Collection	1	..	..	1	..	1	..	100%
1812	12-17	Principal Clerk	1	..	..	1	..	1	..	100%
1813	12-17	Field Sergeant or Police Sergeant (Prom. only)	40	6	..	34	..	23	..	68%
1814	12-17	Sr. Engineering Draftsman	1	..	..	1	..	..	..	..
1815	12-17	Surveyor	1	..	..	1	..	1	..	100%
1816	12-17	General Library Assistant	10	..	..	..	10	..	..	..
1817	12-17	Senior Clerk-Typist	4	..	..	..	4	..	..	..
1818	12-17	Fire Captain (Prom. only)	100	12	1	87	..	20	..	23%
Totals for 1929			249	18	1	140	10	103	20	41%

SUMMARY OF TOTALS OF PROMOTION EXAMINATIONS

1914 to 1920

	Number Received (Men and Women)	Number Passed (Men and Women)
Totals for 1914 (4 months only)	27	33
Totals for 1915	132	94
Totals for 1916	141	93
Totals for 1917	189	181
Totals for 1918	217	132
Totals for 1919	178	81
Totals for 1920	150	154
Totals for 1921	181	127
Totals for 1922	124	75
Totals for 1923	123	79
Totals for 1924	190	107
Totals for 1925	156	83
Totals for 1926	144	108
Totals for 1927	182	112
Totals for 1928	174	86
Totals for 1929	201	126
Totals to December 31, 1929	2551	1544

SUMMARY OF MEDICAL EXAMINATIONS
(Except Labor Service)
Year of 1929

Date Held	For Position of	Number Examined	Principal Cause of Rejection									Total Rejections	Number passed (including those accepted conditionally)
			Height of weight not within required limits	Vision Defective	Bright's Disease Diabetes, etc.	Deformities	Flat Feet	Hernia	Heart Disease	Color Blindness	Disease of Lungs		
1929 1-27	At time of original Civil Service Examination Fire Fighter	252	12	21	5	..	0	1	1	1	..	34	218
..	Medical examinations made of eligibles at time of certification: (For detailed list of these, see Table No. 7b)	512	..	43	5	..	..	5	2	..	1	53	459
Total medical examinations for 1929		764	12	64	10	..	6	6	3	1	1	87	677

Notes: Of the 252 in the Number Passed column, 45 were accepted "conditionally".
 Of the 451 in the Number Passed column, 26 were accepted "conditionally".

Many applicants were rejected for several causes. These are listed in this table under the principal cause for their rejection.
 See also Table No. 9 for list of applicants disqualified for other causes.

SUMMARY OF TOTALS OF MEDICAL EXAMINATIONS
1914 to 1929

Totals for 1914 (four months)	224	2	3	..	..	..	..	..	..	..	..	5	219
Totals for 1915	177	21	2	1	..	..	..	..	..	..	..	24	153
Totals for 1916	130	8	5	12	1	..	1	3	..	2	17	49	8
Totals for 1917	549	57	34	13	..	..	5	6	2	1	7	125	424
Totals for 1918	294	21	9	11	1	2	..	3	2	1	4	54	240
Totals for 1919	402	22	10	..	4	..	2	2	2	1	4	37	365
Totals for 1920	248	25	7	..	..	..	..	2	..	..	4	32	216
Totals for 1921	289	8	8	..	1	..	1	3	3	..	3	27	262
Totals for 1922	433	1	5	..	..	..	..	1	..	1	3	16	417
Totals for 1923	41	..	1	1	..	..	..	..	..	..	3	5	36
Totals for 1924	406	17	11	..	1	6	1	4	1	..	8	41	365
Totals for 1925	175	31	7	16	2	..	2	5	2	1	2	64	111
Totals for 1926	462	23	16	6	..	7	1	..	2	1	7	63	399
Totals for 1927	477	48	26	14	..	2	1	5	15	2	15	98	379
Totals for 1928	430	45	21	..	..	7	1	2	3	2	5	86	344
Totals for 1929	504	11	64	10	..	6	6	3	1	1	14	87	417
Totals to December 31, 1929	4450	473	197	..	14	26	15	33	31	11	72	603	3847

TABLE NO. 7b

DETAIL OF MEDICAL EXAMINATIONS

(Medical examinations made of eligibles
at time of certification.)

Month during which examined	Position of	Number Examined	Number Rejected	Reason for rejection	Number Reinstated	Number Followed
January, 1935	*Fire Fighter	4	..	..	1	3
	General Bookkeeper	1	..	..	..	1
	Junior Clerk-Typist	3	..	..	..	3
	Park Foreman	6	..	..	..	..
	*Patrolman	10	..	..	..	..
	School Nurse	3	..	..	..	..
	Stationary Fireman	3	..	..	..	..
	Steamfitters Helper	4	..	..	1	..
February, 1935	Janitor	1	..	..	..	..
	Junior Civil Engineer . . .	1	..	..	..	..
	Library Page	8	..	..	1	..
	*Patrolman	3	..	..	..	..
	Senior Clerk	1	..	..	..	..
	Senior Clerk-Typist	2	..	..	..	..
	Stationary Fireman	1	..	..	..	..
	Ambulance Surgeon	2	..	..	..	..
	*Fire Fighter	6	4	1 Anemia 1 Lues 2 Diabetes	..	..
	Junior Clerk-Typist	1	..	..	..	..
	Library Page	3	..	..	..	..
	*Patrolman	1	..	..	..	..
	Sr. Architectural Draftsman	1	..	..	..	..
	Sr. Asst. Civil Engineer . .	3	..	..	..	..
	Struc. Engineer-Estimator	2	..	..	..	..
	Asst. Civil Engineer-Grading	3	..	..	..	..
	Carpenter Foreman	7	..	Arteritis	..	..
	*Fire Fighter	4	..	..	1	..
	Golf Supervisor	4	..	..	..	..
	Harmonica Band Instructor	1	..	..	..	..
	Kitchen Help	6	..	..	..	..
	Lamp Washer	6	..	Vision	..	..
	Library Page	2	..	..	..	..
	Piano Accompanist	1	..	..	..	..
	Park Foreman	12	..	..	2	..
	*Patrolman	10	..	..	2	..
	Senior Accountant	1	..	..	..	..
	Senior Clerk-Stenographer	2	..	..	..	..
	Struc. Engineer-Estimator .	1	..	..	..	..

TABLE NO. 7

DETAIL OF MEDICAL EXAMINATIONS

(Medical examinations made of eligibles
at time of certification.)

Year	For Position of	Number Examined	Number Rejected	Reason for rejection	Number Conditioned	Reason
1938	Asst. Refectory Manager	4	..	..	..	4
	Cafeteria Cook	14	..	..	1	..
	Carpenter	10	..	..	1	..
	Electrician	8	..	..	..	..
	Electrician's Helper	1	..	..	..	1
	Kitchen Help	17	1	Heart	..	16
	Lamp Washer	2	..	..	..	2
	Library Page	14	..	..	..	14
	*Patrolman	4	..	..	1	3
	Senior Manager-School Cafeterias	4	..	..	..	4
	Surveyor	1	..	..	..	1
1939	Cafeteria Cook	2	..	..	..	2
	Carpenter	7	1	Diabetes	..	6
	Electrician	1	..	..	..	1
	General Matron	8	..	..	1	7
	Junior Engineering Draftsman	1	..	..	..	1
	Jr. Manager-School Cafeterias	6	..	..	..	6
	Kitchen Help	1	..	..	..	1
	Library Page	22	..	..	..	22
	Life Guard	1	..	..	..	1
	Local Refectory Manager . . .	2	..	..	..	2
	Luncheon Cook	20	1	Vision	1	19
	*Patrolman	8	..	..	1	7
	Pickup Boy	1	..	..	..	1
	Special Investigator-Water Bureau	2	..	..	..	2
	STORY TELLER	11	3	Diabetes	1	8
	Storekeeper in Charge- Municipal Equipment	1	..	..	..	1
	Electrician's Helper	3	..	..	1	2
	General Matron	2	..	..	1	1
	Office Boy	4	..	..	..	4
	*Patrolman	4	..	..	..	4
	Playground Director	3	..	..	..	3
	Sheet Metal Worker	4	..	..	..	4
	Stone Mason	1	1	Vision	..	..
	Yard Foreman	4	..	..	..	4
	Carpenter	1	..	..	..	1
	Chief of Food and Dairy Division	1	1	Diabetes	..	..

TABLE 90. 7b

DETAIL OF MEDICAL EXAMINATIONS

(Medical examinations made of eligibles
at time of certification.)

Month during which examinations were held	For Position of	Number Examined	Number Rejected	Reason for rejection	Number Conditioned	Number Passed
August, 1929	Electrician's Helper . . .	1	..	..	..	1
	Iron Worker-Erecting . . .	4	..	..	..	4
	Junior Civil Engineer . . .	2	..	..	..	2
	Junior Manager--School Cafeterias	4	..	..	..	4
	Kitchen Help	1	..	..	..	1
	Luncheon Cook	1	..	..	..	1
	Playground Director . . .	1	..	..	..	1
	*Patrolman	5	..	..	..	5
	Senior Clerk	8	..	..	..	8
	Senior Engineering Draftsman	1	..	..	..	1
	Sheathing Foreman . . .	3	..	..	..	3
	Tractor Driver	6	..	..	..	6
	Ward Foreman	2	..	..	..	2
	Health Inspector . . .	6	1	1 Large 1 Vision 1 Hernia 1 Lame	..	5
September, 1929	Junior Branch Librarian .	1	..	..	..	1
	Junior Clerk-Stenographer.	3	..	..	..	3
	Junior Clerk-Typist . . .	5	..	..	..	5
	Kitchen Help	7	..	..	..	7
	Library Page	2	..	..	..	2
October, 1929	Assistant Architectural Engineer	2	..	..	..	2
	Cafeteria Cook	1	..	..	..	1
	Director of Municipal Equipment	4	..	..	..	4
	Health Inspector	1	..	..	..	1
	Janitor-Engineer	14	2	Hernia	1	11
	Kitchen Help	2	1	Vision	..	1
	Library Page	11	2	Vision	..	9
	Local Improvement Inspector	10	3	1 Heart 2 Hernia	1	6
November, 1929	Real Estate Clerk	2	..	..	..	2
	Carpenter	1	1	Arthritis	..	..
	Cement Finisher	5	..	..	1	4
	Iron Worker-Erecting . . .	2	..	..	..	2
	Janitor	3	..	1 Vision 1 Hernia	..	1
	Library Page	3	..	..	..	3

TABLE NO. 70.

DETAIL OF MEDICAL EXAMINATIONS

(Medical examinations made of eligibles
at time of certification.)

Month during which examinations were held	For Position of	Number Examined	Number Rejected	Reason for rejection	Number Conditioned	Number Excluded
November 1934	Local Improvement Inspector	1	0	..	..	1
	*Patrolman	1	1	..	..	0
	Senior Clerk-Typist	1	0	..	..	1
December 1934	Assistant Building Inspector	1	1	Diabetes	..	0
	Assistant Refectory Manager	1	1	..	..	0
	Junior Civil Engineer	1	0	..	..	1
	Library Assistant	1	0	..	..	1
	*Patrolman	1	0	..	..	1
	Reference Librarian	1	0	..	..	1
	Senior Engineering Draftsman	1	0	..	..	1
	Tractor Driver	1	0	..	..	1
Total medical examinations at time of certification . .		12	2	..	2	10

*(Refers to any second or subsequent examination of the same applicant or eligible, and is required in all cases where the preceding medical examination of such applicant was more than thirty days ago.)

TABLE NO. 8.

SUMMARY OF PHYSICAL EXAMINATIONS

(See Summary of Medical Examinations (Table No. 7) for rejections and causes therefor.)

Year of 1929

Year of Exam.	Date Held	For Position of	Number Examined	90 to 100%	80 to 89%	70 to 79%	60 to 69%	50 to 59%	Below 50%	Number Rejected	Number Accepted
1929	1929	Fire Fighter	30	1	9	9	10	1	0	17	13
1929	1929	Iron Worker (Erecting)	204	1	46	107	45	4	1	104	100
1929	1929	Playground Director	6	0	1	4	1	0	0	1	5
1929	1929	Playground Director	13	0	1	6	6	0	0	4	9
Totals Year 1929.			253	2	57	126	62	5	1	126	127

SUMMARY OF TOTALS OF PHYSICAL EXAMINATIONS

1914 to 1929

Year	Number Examined	90 to 100%	80 to 89%	70 to 79%	60 to 69%	50 to 59%	Below 50%	Number Rejected	Number Accepted
Totals for 1914	552	30	202	211	87	11	11	243	309
Totals for 1915	284	19	126	101	31	7	..	246	38
Totals for 1916	630	47	249	244	77	12	1	340	290
Totals for 1917	324	7	111	157	50	9	..	275	49
Totals for 1918	366	22	123	156	61	4	..	262	104
Totals for 1919		(None during this year.)							
Totals for 1920		(None during this year.)							
Totals for 1921		(None during this year.)							
Totals for 1922	72	2	37	29	4	..	..	67	5
Totals for 1923	6	1	2	..	2	1	..	3	3
Totals for 1924	109	4	34	40	25	5	1	60	49
Totals for 1925	131	7	41	57	23	7	1	85	46
Totals for 1926	132	4	42	79	30	11	..	107	25
Totals for 1927	446	14	140	197	61	15	1	273	173
Totals for 1928	268	15	93	129	32	4	1	217	51
Totals for 1929	253	2	57	126	62	5	1	126	127
Totals to December 31, 1929	3217	136	1362	1667	585	54	18	2051	1166

LIST OF APPLICANTS DISQUALIFIED
(Except Laborers)
Year of 1929

No. of Exam.	Date Filed	For Position of	Cause of Disqualification							
			Non-citizenship	Non-residence	Age	Lack of entrance qualifications	Previous discharge from city service	False statement in application	Physical disability	Miscellaneous
1729	1-12	Junior Civil Engineer	..	..	..	2	..	..	..	..
1731	1-19	Library Page	..	..	..	1	..	..	..	..
1732	1-25	Janitor	..	..	4	1	..	..	..	..
1733	1-26	Janitor-Engineer	..	..	1	..	..	..	..	..
1736	2- 8	Library Assistant	..	..	..	3	..	..	..	..
1738	2- 9	Senior Clerk-Typist	..	1	..	..	..	..	..	..
1744	2-10	Junior Clerk-Typist	..	..	2	1	..	..	..	..
1745	3- 5	Golf Supervisor	..	..	..	1	..	..	..	..
1746	3- 9	Junior Architectural Draftsman	..	2	..	..	..	..	..	..
1747	3- 9	Senior Architectural Draftsman	..	1	1	..	..	..	..	..
1748	3-12	Park Foreman	..	..	..	1	..	..	1	..
1749	3-24	Electrician	..	..	..	1	..	..	..	..
1750	3-27	Assistant Civil Engineer (Grading)	..	..	..	1	..	..	..	..
1756	4- 7	Instructor of Dramatics and Story Telling	..	..	..	1	..	..	..	..
1761	4-27	*Fire Fighter	..	1	1	..	..	..	..	1
1762	5- 2	Library Page	..	1	..	1	..	..	..	..
1764	5- 8	Senior Clerk-Typist	..	..	..	2	..	..	..	..
1765	5- 8	Junior Manager-School Cafeterias	..	..	..	2	..	..	..	..
1766	5- 8	Senior Manager-School Cafeterias	..	..	..	2	..	..	..	..
1768	5- 8	Assistant Refectory Manager	..	..	..	1	..	..	..	..
1770	5-22	Special Investigator-- Water Bureau	..	..	..	1	..	..	..	..
1771	5-23	Stone Mason	..	..	..	1	..	..	..	..
1775	6- 1	Local Refectory Manager	..	..	..	..	1	..	..	..
1776	6-12	Chief of Food and Dairy Inspection	..	..	..	2	..	..	..	..
1785	7- 6	Office Boy	1	1	..	..	..	..	..	..
1789	7-13	Junior Civil Engineer	..	..	..	1	..	..	..	..
1790	8- 7	Departmental Accountant	..	..	..	1	..	..	..	..
1794	9- 7	Health Inspector	..	..	..	..	..	..	..	..

(Cont'd on next page)

LIST OF APPLICANTS DISQUALIFIED

(Table No. 6)

Year 1929

No. of App.	Total App.	For Position of	Cause of Disqualification						
			Non-citizenship	Non-residence	Age	Education	Experience	Other disqualifications	Physical disability
1796	5-18	Fire Alarm Dispatcher	..	..	..	1			
1797	5-22	Director of Municipal Equipment	..	..	..	2			
1820	15-1	Senior Assistant Civil Service Examiner	..	..	1	1			
1821	5-22	Senior Clerk	..	..	..	5			
1824	5-22	Real Estate Clerk	..	..	..	2			
1825	10-6	Local Improvement Inspector . .	..	..	..	1			
1826	10-12	Junior Landscape Draftsman . .	..	..	..	1			
1827	11-2	Principal Clerk	..	..	..	1			
1828	15-16	Senior Engineering Draftsman . .	..	..	..	1			
1829	11-23	General Library Assistant . . .	..	1	..	4			
1830	11-23	Children's Librarian	..	..	..	1			
1831	12-7	Junior Clerk-Stenographer . . .	..	1	..	1			
1832	12-7	Junior Clerk-Typist	..	1	..	..			
1833	12-4	Senior Clerk-Stenographer . . .	..	..	..	1			
1834	12-14	Senior Clerk-Typist	..	..	..	..			
1835	12-21	Fire Captain	..	..	..	1			
Totals for 1929			1	1	1	31			

* NOTE.—This list of applicants disqualified does not include any disqualifications on account of medical rejections, as shown in Table No. 7

SUMMARY OF TOTALS OF APPLICANTS DISQUALIFIED

1-15 to 1929

Cause of Disqualification

	Non-citizenship	Non-residence	Age	Lack of entrance qualifications	Previous discharge from city service	False statement in application	Physical disability	Miscellaneous	Total
Totals for 1915	12	4	20	11	2	1	1	1	33
Totals for 1916	12	4	9	23	1	1	1	1	43
Totals for 1917	12	23	37	28	2	1	3	7	86
Totals for 1918	12	23	14	22	2	1	3	7	80
Totals for 1919	12	23	12	13	2	1	2	7	65
Totals for 1920	12	23	10	13	2	1	1	2	64
Totals for 1921	12	23	24	13	2	1	1	2	74
Totals for 1922	12	23	6	20	1	1	1	2	66
Totals for 1923	12	23	5	23	1	1	1	7	73
Totals for 1924	12	23	4	26	1	1	1	6	70
Totals for 1925	12	23	10	70	1	2	1	6	120
Totals for 1926	12	23	13	59	1	1	6	4	106
Totals for 1927	12	16	13	72	3	1	3	7	124
Totals for 1928	12	11	11	47	1	1	3	7	86
Totals for 1929	12	14	10	31	1	1	1	3	63
Totals to December 31, 1929	63	221	198	546	16	7	24	92	1177

TABLE NO. 10

SUMMARY OF LABOR REGISTRATION

Year of 1929

	Number of Applicants		Number Rejected (Original)			Number Eligible		Number of Labor Cards Issued		Cards With-drawn or Returned				Number of cards in force
	Original	General	Non-citizenship	Non-residence	Miscellaneous	Original	General	Original	General	Dis-charged	Miscellaneous	General		
<u>NOTE</u>														
January	999	1197	3	8	5	383	1157	383	1157	11	11	11	2014	
February	335	99	1	5	..	323	99	323	99	11	11	11	2430	
March	254	62	4	..	..	250	62	250	62	11	11	11	2790	
April	585	47	8	10	4	565	47	565	47	11	11	11	3337	
May	392	13	..	4	6	382	13	382	13	11	11	11	3591	
June	307	9	1	4	1	303	9	303	9	11	11	11	3874	
July	130	4	..	1	1	128	4	128	4	11	11	11	4180	
August	125	1	..	..	3	122	1	122	1	11	11	11	4424	
September	110	2	..	2	2	108	2	108	2	11	11	11	4571	
October	92	..	..	..	4	88	..	88	..	11	11	11	4681	
November	121	3	2	2	2	125	3	125	3	11	11	11	4800	
December	88	2	..	2	..	86	2	86	2	11	11	11	4986	
Totals	7547	1053	12	30	28	7497	1053	7497	1053	11	11	11	4986	

DISTRIBUTION OF LABOR CARDS

Rank A (green cards)	3714	(\$3.00 to \$5.80 per day)
Rank B (yellow cards)	745	(\$4.00 to \$4.40 per day)
Rank C (white cards)	131	(\$4.80 to \$6.40 per day)
Totals:	4590	Cards in force

(Labor Service statistics continued on next page)

TABLE NO. 10
SUMMARY OF LABOR REGISTRATION
(Continued)

NOTE.--The common labor service comprises 23 titles, distributed among the three ranks shown above. The pay for each of the 23 employments is fixed at a flat rate per day. Laborers holding either Rank I or Rank II cards do not necessarily receive the rates of pay shown above. A laborer holding a Rank I card may be employed as an asphalt roller at \$3.20 a day, but if he should choose to work as a building laborer, maintenance laborer, or even as common laborer, he would only be paid the rate fixed for these classes of employment respectively, even though holding the higher rank card.

RECAPITULATION OF LABOR REGISTRATION

1920 to 1929

	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Number of new applicants registered	1265	1902	1507	1994	2096	1152	2235	2155	2531	3348
Number rejected	24	206	34	152	106	27	23	38	42	42
Number eligible	1241	1796	1473	1842	1990	1125	2212	2117	2489	3306
Number of cards issued to new applicants	1137	1718	1460	1823	1817	1141	2203	2100	2489	3291
Number of renewal cards issued to laborers of preceding year	796	1242	1116	1082	1425	1507	1120	1403	1527	1435
Defective cards withdrawn or returned	1	1	1	1	1	1	1	1	1	1
Total number of cards outstanding December 31	1935	1733	1574	1604	1642	1442	3563	3358	3955	4530

TABLE NO. 11

REMOVALS FROM SERVICE DUE TO AND REINSTATEMENT REASONS

CAUSE	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Non-residence	..	..	..	1	4	1	1	3	3	..
Promotion eligibles who re- signed from city service . .	1	..	..	..	..	..	..	..	..	..
Non-citizenship	..	..	..	..	..	1	..	..	..	..
Number withdrawn by request .	11	4	4	4	3	1	3	3	..	..
Unsatisfactory or insuff- icient references	4	*21	12	7	12	11	7	12	3	2
Failure to report after certification	42	31	54	48	37	36	37	32	16	5
Refusal of appointments . . .	24	14	12	13	20	10	9	10	8	18
Rejection in subsequent medical examination	6	14	1	6	12	1	1	22	9	43
Criminal record	1	..	..	..	..	..	..	..	..	..
False statement in appli- cation	1	1	..	..	1	3	..	2	..	..
Death	1	..	..	..	3	1	..	..	..	1
Over age (Sec. 15-b)	1	..	..	..	3	1	..	..	1	..
Discharge from some other position in city service . .	1	1	1	1	1	1	1	..	..	1
Failure to present birth certificate	3	..	..	..	..	..	1	..	..	..
Ineligible for promotion . .	..	..	..	..	..	..	..	..	..	..
Physical disability	1	..	..	..	..	..	..	..	..	..
Under age	..	..	..	..	..	..	2	..	..	..
Failure to file application .	..	..	..	..	..	..	..	..	..	..
Unsatisfactory waiver	1	1	2	..	..	..	..	..	..	2
Failure to remove medical "condition"	1	6	..	..	..	..	3	..	2	..
Mail unclaimed	..	..	..	..	1	..	..	..	..	..
Failure to present natural- ization papers	..	..	..	..	..	..	1	..	..	..
Failure to furnish proof of education	..	..	..	..	..	..	..	2	..	..
Did not report for medical examination	..	..	..	..	..	..	..	..	..	..
Section 17--Civil Service Rules	..	..	..	..	..	..	..	..	..	1
Totals	99	*95	90	78	97	69	68	88	42	7

(Removals continued on next page)

TABLE NO. 11

(CONTINUED)

FROM RESTATEMENT REGISTER	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Cause										
Eligibility expired	15	14	37	35	28	55	44	65	55	48
Failure to report after certification	17	4	5	15	8	11	14	6	4	9
Refusal of appointment	7	2	2	0	3	3	6	0	3	10
Number withdrawn by request	0	0	0	0	0	0	0	0	0	1
Death	0	1	2	7	3	0	0	0	0	1
Discharge from service . .	0	0	0	6	0	2	0	0	0	1
Non-residence	1	0	0	0	0	0	0	1	0	0
Rejection in subsequent medical examination . . .	0	1	0	0	0	0	0	0	0	0
Under Section 101 (c) Charter	0	0	0	1	0	0	0	0	0	0
Physical disability,--Sec. 17 of Civil Service rules	0	0	0	3	0	0	0	0	0	0
Positions abolished	0	0	0	0	0	0	0	0	2	0
Totals	41	22	45	73	40	71	62	73	64	69
Total removals from all lists and registers	140	111	135	151	137	193	195	158	166	140
Names restored to lists . . .	11	18	4	0	14	1	4	5	5	5
Net number of removals	129	93	131	151	123	192	191	153	161	135

*Revised totals.

TABLE NO. 12

EXAMINATIONS POSTPONED OR CANCELED

Year of 1909

Examinations Nos. 1758 and 1759 were canceled because they were in conflict with other titles. Examination No. 1809 was canceled because the provisional appointee was laid off. Examination No. 1815 was postponed indefinitely because of the lack of a sufficient number of applicants, and also because the provisional appointee was laid off. All of the other examinations were postponed because of the lack of a sufficient number of applicants to make it practicable to hold the examinations.

Examination Number	Date Examined	For Position of
1757	1-14	Junior Architectural Draftsman
1758	1-14	Senior Architectural Draftsman
1763	2-26	Departmental Accountant
1791	3-17	Senior Engineering Draftsman
1754	4-12	Instructor of Boys' Athletics
1759	4-12	Instructor of Girls' Athletics
1780	6-15	Departmental Accountant
1773	7-19	Junior Landscape Draftsman
1774	7-19	Senior Engineering Draftsman
1776	7-19	Departmental Accountant
1777	7-19	Oral Hygienist
1778	7-19	Senior Architectural Draftsman
1780	7-19	Assistant Architectural Engineer
1784	7-19	Senior Assistant Civil Service Examiner
1785	7-19	Junior Landscape Draftsman
1793	8-7	Children's Librarian
1795	8-14	Foreman-Meter Shop
1798	8-21	Junior Civil Engineer
1799	8-21	Senior Engineering Draftsman
1800	8-21	Surveyor
1801	8-21	Senior Assistant Civil Engineer--Sewers
1809	10-19	Electrician
1812	10-19	Plumber
1815	10-23	Steam Shovel Engineer
1822	11-16	Senior Asst. Civil Engineer--(Sewers)
1825	11-30	Foreman-Meter Shop

TABLE NO. 13

EMPLOYMENT OF EMPLOYEES

By Totals -- By Sex -- By Service

(The totals shown below are taken from the Summary per table for each of the years shown. They do not include casual laborers, temporary employees, or any other not regular employees as are presented in Table No. 20. (See also Chart 2 on page 5.)

	1915	1916	1917	1918	1919	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Total in Classified Service ..	1,157	1,251	1,444	1,500	2,021	2,717	3,734	4,683	5,479	6,451	7,418	8,765	9,725	11,705	12,817
Total in Unclassified Service ..	904	951	1,079	1,245	1,381	1,107	1,117	1,002	1,071	1,241	1,309	1,418	1,610	1,775	1,918
Total in City Service ..	2,071	2,202	2,523	2,745	3,402	3,824	4,851	5,685	5,550	7,692	8,727	10,183	11,335	13,480	14,735
Men in Classified Service ..	1,145	1,205	1,395	1,510	2,010	2,705	3,720	4,670	5,460	6,440	7,410	8,750	9,710	11,690	12,800
Women in Classified Service ..	102	146	149	190	111	112	114	113	119	111	108	118	115	115	117
Men in Unclassified Service ..	743	776	874	935	1,071	832	885	910	980	1,161	1,289	1,408	1,595	1,755	1,901
Women in Unclassified Service ..	161	175	205	310	310	275	232	192	191	280	290	310	315	320	317

TABLE NO. 14A

PROVISIONAL APPOINTMENT PERMITS ISSUED

1920 to 1929

Provisional appointment permits are issued when there is no available eligible list from which to fill a vacancy. A provisional appointee may serve until an eligible list is established.

Department	Number of Permits Issued									
	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Comptroller (Includes Civil Service Bureau)	1	3	..	2	5	1	2	..	1	..
City Clerk	2	..	3	3	6	1	2	..	12	..
Education	123	69	73	110	61	31	34	12	15	58
Finance	2	..	2	..	1	3	1	..	2	3
Parks, Playgrounds and Public Buildings	190	122	123	139	55	17	14	2	21	..
Public Safety	121	35	12	28	14	13	2	3	1	5
Public Utilities	15	35	45	51	360	7	6	3	4	5
Public Works	58	153	281	382	155	96	49	24	29	50
Office of the Mayor	..	..	1	..	..	..	..	..	..	..
Legal Department	1	..	1	2	..	1	1	..	..	..
Purchasing Department	1	..	..	1	1	1	2	1	..	..
City Planning Board	3	..	..	..	..	..	..	..	..	..
Totals	737	477	521	711	627	181	143	75	120	..
Total number of provisional appointment permits in force on December 31 of each year	175	53	92	150	46	..	13	8	..	..

TABLE NO. 14B

TEMPORARY EMPLOYMENT PERMITS ISSUED

1920 to 1929

A temporary employment permit is issued on a request from a Department that the necessity exists for the employment of some person temporarily to perform certain services of a temporary or transitional nature. These permits are good for sixty days only. Successive temporary permits for the same person in the same position are not allowed.

Department	Number of Permits Issued									
	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Comptroller (Includes Civil Service Bureau)	1	2	3	4	6	1	5	1	13	
City Clerk	0	4	6	12	37	2	51	28	123	
Education	13	77	129	148	96	67	45	47	78	
Finance	..	1	..	1	7	11	7	0	7	2
Parks, Playgrounds and Public Buildings	6	12	9	1	13	5	4	2	5	
Public Safety	11	30	16	26	30	19	15	10	8	
Public Utilities	5	7	7	8	5	2	2	2	1	
Public Works	29	23	22	22	55	15	11	20	27	
Legal Department	..	1	1	1	..	..	..	..	..	
Office of the Mayor	1	..	..	..	..	..	..	1	3	
Purchasing Department	1	1	3	9	7	4	3	3	5	
City Planning Board	..	..	..	..	..	..	..	..	..	
Totals	155	198	196	202	274	117	193	109	218	12
Total number of temporary employment permits in force on December 31 of each year	5	4	11	10	30	16	9	8	7	1

TABLE NO. 15

DEPARTMENT OF PUBLIC SAFETY

Year of 1929

Department	Reception	Relinquishment	Resignation after suspension	Discharge after suspension	End of Dec. 31
Education	1	—	..	1	
Police, Detectives and Criminal Investigations	12	1	—	—	
Public Safety	45	11	8	..	3
Criminal Investigation	..	12	..	..	
Public Safety	3	1	..	2	
Totals for 1929	61	24	8	3	

- Includes 1 suspension of 1928 for each department

TABLE NO. 16

FINANCIAL STATEMENT OF THE CIVIL SERVICE BUREAU FOR THE YEAR ENDED DECEMBER 31, 1929

Appropriation

Budget Appropriation for the Year 1929	\$18,827.06
Received from City Clerk on Inter-Departmental Bill	30.00
Total Funds for the Year 1929	\$18,857.06

Disbursements

Salaries	\$16,050.07
Special Examiners	313.74
Printing	328.31
Stationery and Supplies	500.03
Advertising Examinations	102.30
Postage	255.74
Equipment	475.55
Annual Report	100.04
Convention Expense	293.06
Miscellaneous Expense	417.10

Cost of operating Civil Service Bureau \$18,849.94

Unexpended Balance \$7.12

\$18,857.06

TABLE VI. 17

SUMMARY OF EXPIRED ELIGIBLE LISTS

The Chapter provides that eligible lists shall remain in force not longer than two years. The Civil Service rules, as amended in August, 1935, provide that eligible lists shall expire after one year from the date of posting, but may, in the discretion of the Commission, be once extended for any additional period not exceeding one year. The following is a tabulation of those lists which expired during the year 1935.

For Position of	Date of Expiration	Number Eligible	Number Withdrawn	Number Appointed	Number Left on List at expiration
Airport Master	5-11	17	..	1	16
Assistant Playground Director	6-13	8	..	8	..
Attendant	10-24	9	..	3	6
Blacksmith	9-8	6	..	..	6
Bricklayer	5-16	3	1	2	..
Chief Engineering Clerk	6-1	2	..	2	..
Custodian-Engineer	8-29	7	2	1	4
Electrician's Helper	11-1	21	..	..	..
Field Sergeant or Police Sergeant	11-27	17	..	2	15
Filter Attendant	2-15	21	..	1	20
Fire Captain	5-27	55	..	10	45
Fire Engineer	9-28	44	..	8	36
Fire Fighter	5-2	91	24	33	34
General Library Assistant	1-10	10	..	..	..
General Matron	10-25	25	..	3	22
Golf Supervisor	9-17	3	..	1	2
Heating Engineer	2-1	23	..	..	..
Kitchen Help	4-18	18	..	1	17
Library Page	4-23	43	7	20	16
Life Guard	11-17	6	..	1	5
Lighting Inspector	4-20	11	..	5	6
Lighting Repairman	4-26	2	..	..	2
Local Refectory Manager	9-18	3	1	1	1
Food Foreman	11-2	14	2	6	6
Pickup Boy	7-22	8	..	4	4
Refectory Cashier	10-28	9	..	1	8
Refectory Sales Clerk	5-11	20	4	14	2
Senior Clerk	11-3	7	1	..	..
Senior Clerk-Typist	..	..	..	..	..
Senior Clerk-Typist (Male only)	..	..	..	..	..

(Cont'd on next page)

SUMMARY OF EXPIRED ELIGIBLE LISTS

(Continued)

For Position of	Date of Expi- tion	Number Eligible	Names Withdrawn	Number Appointed	Number left on list at expiration
Junior Clerk-Typist	1-1-3	5	0	4	1
Sheet Metal Inspector	1-24	1	0	1	0
Sheet Metal Worker's Helper . .	9- 9	4	2	2	0
Soldier	5-14	2	0	0	2
Stage Carpenter	4-22	5	1	1	3
Stationary Fireman	3-16	21	8	3	10
Steamfitter	3-21	14	0	1	13
Steamfitter's Helper	3-11	14	3	1	10
Stewardess in Charge--Bureau of Sanitary Equipment	12- 4	3	0	3*	0
Surveyor	6-26	3	0	3	0
Tailor	3-26	5	0	3	2
Water Boy	11- 1	10	0	0	10
Totals for 1934		93	9	37	77

*One appointed as Head Clerk--Public Works Department, and
one as Assessment Clerk--Finance Department, from this list.

RECAPITULATION OF EXPIRED ELIGIBLE LISTS

Summary of Totals--1920 to 1929

	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929
Number of eligible lists that expired by limitation of time	34	121	90	51	48	79	93	51	50	90
Total number of eligibles on these expired lists	285	987	774	690	773	140	607	390	442	530
Number of names withdrawn or removed	147	78	109	78	18	47	46	43	38	37
Number of names appointed	80	239	311	124	171	103	74	100	104	177
Number of unappointed eligibles on lists at the time of expiration	116	156	348	566	555	297	771	290	338	353
Percentage of net available eligibles who received appointment	69	104	128	178	198	127	125	135	107	118
Number of eligible lists still in force on December 31	145	177	111	118	130	104	109	71	43	90

FUNCTIONAL DISTRIBUTION OF CIVIL SERVICE WORK

in the City of St. Paul

CITY CIVIL SERVICE BUREAU

CHIEF EXAMINER

Supervision; organization;
research, conferences, hear-
ings; correspondence; etc.

EXAMINATION DIVISION

Senior Assistant Examiner
Special assistants
Clerical assistance

Preparation of examination; val-
uing of tests; answering appli-
cations; conferences; departmental
reports; other supervisory duties.

GENERAL

Secretary-Stenographer
Senior Clerk
Junior Clerk-Typist

Secretarial work; assisting in
rating, checking, tabulating,
etc. of examination papers and
examination records; compiling
of statistics; typewriting and
manifolding examination mate-
rial, form letters, etc; general
clerical routine.

PERSONNEL DIVISION

Administrative Clerk
Junior Clerk-Typist
Clerical assistance--
payroll checking, etc.

Keeping of complete personnel records;
maintenance of eligible lists; certi-
fication of eligibles; checking of pay-
rolls; maintenance of lay-off and re-
employment lists; monthly reports.

LABOR DIVISION

Counter and Informa-
tion Clerk
Clerical assistance

Maintenance of complete records
of labor applications and reg-
isters; payroll checking; wait-
ing on the public; labor tests.

MEDICAL DIVISION

Part-time Medical Examiner

Medical examination and
re-examination of all applicants
and appointees for city service.

CITY POSITIONS THAT ARE NOT UNDER CIVIL SERVICE

(The Unclassified Service)

NOTE.--The present Charter exempts the following positions from Civil Service examinations and requirements.

Number of Positions Existing 1930	TITLE	Salaries on January 1, 1930
1	Chief Engineer, Public Works	\$5,000
1	Corporation Counsel	5,000
1	First Assistant Corporation Counsel	4,500
1	Librarian	4,500
1	Purchasing Agent	4,500
1	Superintendent of Parks	4,000
1	Chief of Police	4,000
1	Chief of Fire Department	4,000
1	City Architect	4,000
1	City Clerk	4,000
1	Second Assistant Corporation Counsel	3,675
1	Assistant Fire Chief	3,624
1	Secretary to the Mayor	3,300
1	Deputy Purchasing Agent	3,300
1	Deputy Commissioner of Public Works	3,300
1	Deputy Commissioner of Education	3,300
1	Deputy Commissioner of Finance	3,300
1	Deputy Commissioner of Parks, Playgrounds and Public Buildings	3,300
1	Deputy Commissioner of Public Safety	3,300
1	Deputy Commissioner of Public Utilities	3,300
1	Deputy Comptroller	3,300
1	Superintendent of Auditorium	3,300
1	Third Assistant Corporation Counsel	3,054
1	Superintendent of Sanitation	2,814
1	Assistant of Court (except to location of District Court)	2,709
1	City Prosecutor	2,574
1	Deputy Health Officer	2,500
1	License Inspector	2,400
12	Officers and Employees of Municipal Court	- - -
1,355	Superintendant and Assistants, and all Principals and teachers of the Public Schools	- - -
11	Elective Officials	\$4,500 to \$5,000
1,314		

TABLE NO. 18

(Continued)

COUNTY SERVICE

The Civil Service law does not apply to any positions in the county service. The positions in the county service are as follows:

- (a) All elevator operators, janitors, custodians, and other employees engaged in the maintenance of the buildings.
- (b) All officers and employees of the courts.
- (c) All officers and employees in the following departments:
 - Abstract Clerk's office
 - Assessor's office and field force
 - Board of Control
 - Clerk of District Court's office
 - Coroner's office
 - County Attorney
 - County Auditor
 - County Surveyor
 - County Treasurer
 - Juvenile Court and office
 - Office of Clerk of Municipal Court
 - Probation office
 - Register of Deeds
 - Sheriff's office and field force

MINUTE'S PAID TO CITY EMPLOYEES
AS PROVIDED UNDER WORKMAN'S COMPENSATION LAW



City: _____ Water Department: _____ Total Payments: _____

*Includes lump settlements.

**Shows what it would have been if the lump settlements had not been made.

Line indicated by small x above employment totals in classified work service, including teams, trucks, and laborers, as shown in Table No. 2--page 9.

NEW TITLES OF POSITIONS DURING 1929

Structural Engineer-Estimator	\$225.75 to \$275.25
Special Investigator--Water Bureau	131.40 to 161.40
*Cafeteria Cook	90.00 to 120.00
*Manager--School Cafeterias	131.40 to 161.40
*Senior Manager--School Cafeterias	154.00 to 187.00
Director of Municipal Equipment	193.50 to 244.50
Real Estate Clerk	172.50 to 210.00
Architectural Engineer	250.00 to 310.00
Chief Clerk and Secretary--Bureau of Fire Protection	172.50 to 210.00
Chief Smoke Inspector	172.50 to 210.00
Superintendent of Garbage Collection	180.00 to 220.00
Piano Accompanist	(Ungraded Service)
Harmonica Band Instructor	"
Dancing Instructor	"
Instructor of Dramatics and Story Telling	"
Instructor of Boys' Athletics	"
Instructor of Girls' Athletics	"

New Grades added:

11½--Miscellaneous Service:	
*Director of School Cafeterias	\$199.50 to \$244.50
7½--Maintenance Service:	
Foreman--Meter Shop	125.80 to 155.80
2½--Miscellaneous Service:	
Lunchroom Cook	57.50 to 77.50

TITLES ABOLISHED DURING 1929

Instructor of Boys' Athletics
Instructor of Girls' Athletics
Smoke Inspector

CHANGES IN TITLES AND REGRADING OF TITLES

Cafeteria Cook	From Grade 4 to Grade 3 of Miscellaneous Service
Lunchroom Clerk	From Grade 5 to Grade 2½ of Miscellaneous Service
Kitchen Help	From Grade 3 to Grade 2 of Maintenance Service

SUSPENSION OF RULES

(None during 1929)

These titles become honorary because of the taking over by the city
of all school cafeterias.

SPECIAL EXAMINERS

Many of those who serve as special examiners are employed in the city service, and they, of course, serve as examiners without extra compensation. In these officers and employees of the city is the partial and immediate recognition of their valuable assistance and hearty co-operation.

The following list embraces the special examiners for the year of 1929 for all professions—professional, semi-professional, skilled labor, clerical, and the miscellaneous other services.

<u>NAME</u>	<u>OCCUPATION</u>
Gustav H. Barfuss	Superintendent of Traffic, Department of Public Safety.
Frederick Bass	Consulting Engineer, University of Minnesota, Minneapolis, Minnesota.
Miss Myra Buell	Chief of Branch Division, St. Paul Public Library.
Miss I. Charlotte Campbell .	Chief of Periodical Division, St. Paul Public Library.
Mr. E. Carey	Superintendent of Construction and Design, Department of Public Works.
George P. Churchill	Superintendent of Equipment, Ramsey County Tool Shop.
Miss Katherine Dame	Chief of Reference Division, St. Paul Public Library.
W. L. Darling	Engineer, 2100 Igleshart Ave., St. Paul, Minnesota.
Ed. T. Davis	Chief Operator, Bureau of Police and Fire Alarm Telegraph.
Elton A. Dehn	Senior Engineering Draftsman, Department of Finance.
Frank Drassal	Playground Supervisor, Department of Parks, Playgrounds and Public Buildings.
*Gerald M. Flethman	Playground Director, Department of Parks, Playgrounds and Public Buildings.

SPECIAL FEATURES

(Continued)

<u>NAME</u>	<u>OCCUPATION</u>
H. J. Flynn	Assistant Corporation Counsel, Legal Department.
L. E. Forst	Teacher in Vocational School, Department of Education.
Martin S. Grytbak .	Bridge Engineer, Department of Public Works.
Mrs. P. J. Hand . .	1729 Hague Ave., St. Paul, Minnesota.
George H. Herrold .	Office Engineer, Department of Public Works.
Walter A. Johnson .	Chief Clerk in Bureau of Receipts and Disbursements, Department of Finance.
E. W. Johnson . . .	Superintendent of Playgrounds; Department of Parks, Playgrounds and Public Buildings.
Mrs. E. M. Jennings	Assistant Librarian, St. Paul Public Library.
J. W. Kelsey . . .	Chief Engineer, Department of Public Works.
John L. MacLean . .	Formerly Superintendent of Playgrounds, City of St. Paul.
Miss Della McGregor	Chief of Juvenile Division, St. Paul Public Library.
Frederick Mann . .	F. R. Mann & Son; Painters and Decorators. St. Paul, Minnesota.
Miss Maude J. Miller	Supervisor of Home Economics, Department of Education.
Wm. A. Milner . . .	Assistant Superintendent of Apparatus, Department of Public Safety.
Miss Amy C. Moon .	Chief of Catalog Division, St. Paul Public Library.
George L. Nason . .	Superintendent of Parks; Department of Parks, Playgrounds and Public Buildings.

SPECIAL EXAMINERS

(Continued)

<u>NAME</u>	<u>OCCUPATION</u>
Dr. A. E. Nichols	Deputy Health Officer, Bureau of Health.
John Neihart	Iron Worker Foreman, Department of Public Works.
Dr. H. J. Prendergast	Medical Examiner, Civil Service Bureau.
Frank J. Sullivan	Chief Clerk, Tri-State Valuation Commission, St. Paul, Minnesota.
Herman Schoberg	Director of Laboratory, Bureau of Health.
Paul C. Sullivan	Asst. Electrical Inspector, Department of Parks, Playgrounds and Public Buildings.
Dr. B. F. Simon	Health Officer, Bureau of Health.
Geo. C. Sudheimer	Commissioner of Finance, City of St. Paul.
Frank L. Tress	Formerly City Architect, City of St. Paul.
Leonard H. Thompson	General Superintendent and Engineer, Water Bureau.
Alfred E. Trudeau	Refectory Manager, Department of Education.
Frank B. Williams	Senior Accountant, Comptroller's Office.
Garret A. Wood	Secretary of State Library, Department of Education, State Capitol.

*Assistant examiner at physical tests.

Medical Examinations: All medical examinations were made by the Bureau's own regularly employed examiner, Dr. H. J. Prendergast.

The legal opinions received by the Civil Service Bureau from the Corporation Counsel during the year 1929 are, in substance, as follows:

Interpretation of "reinstatement" and "re-employment" is the chief question.—Said, that the words "reinstatement" and "re-employment", as used in Section 15 of the Civil Service Rules (relating to re-employment of pensioners), must not be taken to include an employee who was in the city service at the time the rule regarding the non-employment of pensioners was adopted, and who later on are off the payroll because of a temporary layoff.

** ** *

Desirability versus of employees who resign from the city service in request or after a suspension.—Said, that if an employee resigns because of desirability or fault on the part, and the record cannot be cleared of his desirability, there is no way in which he can be reinstated. Suspension for disciplinary purposes, except as set out in paragraph "a" of Section 15, does not affect the reinstatement status, but that suspensions disciplinary suspensions tend to affect the desirability of retaining the employee. Suspension beyond a disciplinary, if a dismissal would have followed, bars the employee from reinstatement even if the separation was by resignation. (Case of Martin T. Solberg.)

LEGAL OPINIONS GIVEN TO OTHER DEPARTMENTS

(In re Payment to Employees Whose Appointment is Illegal)

July 11th, 1929.

Mr. H. C. Wenzel,
Commissioner of Parks, Playgrounds
and Public Buildings.

Dear Sir:

Replying to your request for an opinion as to whether Andrew Lianovic, Herman Kainbeck and Otto Janke, employed by your Department as street fighter sheet metal worker and plasterer, respectively, may be legally paid for services performed by them under an appointment from your Department without certification from the Civil Service Bureau, I beg to advise that this question has been presented to this office a number of times, and as explained was last given to the question to the Department of Parks on July 11th, 1929.

Under Section 103 of the Charter, the Civil Service Commission is authorized to frame rules and submit the same to the Council, and upon their approval by the Council, such rules shall have the force and effect of law.

(Cont'd. on next page)

It is the policy of the City to appoint persons to positions for which there is no eligible list, and the Commission of Public Safety and Police has entered the names of persons for consideration in the order of their rank in the Commission's list and also for temporary employment without consideration of the list of eligible persons in cases of emergency and pending appointment from an eligible list.

In accordance with the Charter Section referred to, the Council approved Ordinance No. 34869 with its amendments, which promulgated rules for the appointment and employment of individuals in various grades. Section 31 of that Ordinance states as follows:

"Upon receipt of a requisition for certification to a position for which there is no eligible list, the Commissioner may grant authority to the officer or body making such requisition to make provisional appointment to fill such position * * *"

That this requirement was not fulfilled is admitted in your request for this opinion. It follows, therefore, that the appointment of these men was illegal.

This raises the question as to whether the City can legally pay compensation to those appointed to their positions if illegal.

In the opinion referred to in the first paragraph of this letter, this department followed the rule established by the Supreme Court of the State of Minnesota in the case of O'Brien v. City of St. Paul, 75 N. W. 379. O'Brien was appointed to the position of policeman and assigned to duty by the Chief of Police, but his appointment was not approved by the Assembly. Pending the approval of the Assembly, he was ordered to leave the City and started legal action to recover wages for services performed. The Court stated:

"O'Brien stands upon the record in the admitted position of seeking to recover compensation for the discharge of duties * * * which he was requested to perform by the unauthorized act of the Chief of Police of the City. There was no implied promise on the part of the City to pay for services so rendered. It is immaterial whether he labels his action as one on an implied promise to pay for the services rendered, or for the recovery of his salary for the time which he worked as a policeman. Where the services for which he seeks to recover compensation are services rendered as a policeman, which he was not authorized to render, and which no officer of the City was authorized to request or receive on behalf of the City, therefore, no liability can attach on the ground of implied contract."

It is my opinion, therefore, that the City cannot legally pay these appointees. To hold otherwise would be to effect a change in the system provided for by the Charter.

Yours very truly,

(Signed) H. J. FLYNN,

Assistant Corporation Counsel.

LEGAL OPINIONS GIVEN TO OTHER DEPARTMENTS

(In re Five-year Increase--Temporary
and Provisional Service)

February 7th, 1929.

Mr. L. C. Seamer,
Valuation and Assistant Engineer.

Dear Sir:

Your letter of January 31st, asking for an interpretation of Paragraph C, Section 4 of Ordinance No. 6446, has been referred by Mr. O'Neill to me for reply. You ask therein whether credit can be given an employe, in complying with the provisions of Paragraph C of Section 4, for time served on provisional or temporary appointments. This paragraph provides:

"After five full years of service in any position or positions in the graded service * * *"

Sections 31 and 32 of the Civil Service Rules define what constitutes provisional and temporary employments.

I am of the opinion that in computing the length of service of a city employe for the purpose of determining the date when Paragraph C of Section 4 will apply, such time shall begin to run from the date of regular appointment and employment, and that in computing regular employment, provisional appointment should be included if the provisional appointment is followed by regular appointment in such a manner as to constitute continuous employment.

I do not believe that time spent as a provisional appointee, which is not followed by regular, continuous employment can be considered; nor do I believe that time spent as a temporary employe can be considered unless an employe already in the City service accepts an appointment to a higher position, the duties of which are wholly temporary, and at the conclusion of the temporary position is reinstated to his former position, or transferred to some other position not temporary in the City service.

Yours very truly,

(Signed) ROBERT J. MOORE,

Assistant Secretary to the Board.

LEGAL OPINIONS GIVEN TO OTHER DEPARTMENTS

(In re Reinstatement of Employee
Who Resigns After Suspension)

December 27, 1924

Hon. James M. Clancy,
Commissioner of Public Safety,
City of St. Paul.

Dear Sir:

In answer to your request for an opinion in the case, I believe, for the sake of clarifying the matter, that I shall restate the facts to be as follows:

The employee was suspended from the Department after committing an offense for which he might have been prosecuted. Thereafter, and within thirty days from the date of suspension, he resigned from the Department.

Section 101 of the Charter provides as follows:

"The Commissioner (Civil Service Commissioner) is hereby authorized and empowered to frame and submit to the Council for its approval, rules and regulations for the classified services. * * * The rules herein provided shall provide amongst other things * * * Sec. 1. For re-instatement within one year of persons who, without fault or delinquency on their part, are separated from the service or reduced."

The Charter is silent with regard to re-instatement of any employee who has been separated from the service because of some fault or delinquency on his part. In accordance with the above Section of the Charter, Subdivision C of Section 45 of the Civil Service rules has been adopted by the Council. This Section provides as follows:

"Any employee who, without fault or delinquency on his part, resigns his position, may, in the discretion of the Commissioner, be placed on the re-instatement register and certified for re-instatement in accordance with Subdivision A of this Section at any time within one year after such resignation, provided however, that no such employee shall be entitled to re-instatement if he

LEGAL OPINIONS GIVEN TO CIVIL DEPARTMENTS
(Continued)

was suspended within one year just prior to said resignation, and if, in addition thereto, his average service rating recorded for the two years preceding the resignation consisted of a "D" rating or lower."

There is no reference in the Civil Service rules relative to the re-instatement of an employee who resigns because of delinquency on his part. The practice has grown up, in cases where an employee has committed some act which his superior feels is sufficient to discharge him from service, of suspending the employee and subsequently withdrawing the necessity of bringing charges against the employee, or having him resign voluntarily. The result is that the record of that employee shows a suspension, followed by a voluntary resignation and nothing reflects as to the result of the investigation into the charges preferred against him. This practice is sanctioned by Section 38 of the Rules, which provides that an employee against whom charges have been made, may resign his position, and unless he is guilty of a crime or misdemeanor, no further proceedings shall be taken in the case.

We are forced to the conclusion, from the rules cited, that in the case of an employee who was suspended for some delinquency on his part and thereafter voluntarily resigned, that there are but two alternatives open to the appointing officer. If the offense for which he was suspended would, had he not resigned, have resulted in charges being filed against him, which, if sustained, would have caused his discharge from the service, there is no way in which he may be re-instated. If, on the other hand, an employee is suspended and subsequently resigns and the commissioning officer suspends him notifies the Civil Service Bureau that the suspension was for disciplinary purposes only and would have resulted not in the discharge of the employee but the re-instatement of him some time before the twenty day maximum for suspension set out in the rules, he would then be entitled to re-instatement. The only test is whether the cause for suspension was for disciplinary purposes or would have resulted in a discharge from the service.

In the - - - case you state that the employee "was gotten drunk into a few scrapes sufficient, in my opinion, to disbar him from the force entirely". I can see no way in which this employee could be re-instated unless you are willing to change your opinion and hold that the suspension of this employee was for disciplinary purposes only. Without such a change in your opinion, his re-instatement is impossible under the rules.

Yours very truly,

(Signed) H. J. PATON.

Assistant Commissioner, Bureau

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